DOCUMENT RESUME

ED 236 439 CE 800 027

AUTHOR	Jackson, Rebecca Osborne
TITLE	Life Skills Competency Checklist.
INSTITUTION	Fresno County Office of Education, Fresno, CA.
PUB DATE	83
NOTE	10p.
AVAILABLE FROM	Fresno County Office of Education, Master Plan Office, 4950 N. Harrison Ave., Fresno, CA 93704 (free, enclose self-addressed, stamped envelope).
PUB TYPE	Tests/Evaluation Instruments (160)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Basic Skills; Career Awareness; *Career Counseling; *Daily Living Skills; Elementary Secondary Education; Evaluation Methods; Interpersonal Competence; Prevocational Education; *Student Evaluation; Vocational Education; Vocational Interests
IDENTIFIERS	California (Fresno); PF Project

ABSTRACT

Developed for use by career educators and counselors in Fresno County, California, this checklist is divided into three sections. Section 1 provides space for recording students' development in vocational and career awareness, interests and hobbies, work experience, vocational test scores, individual goals, and community agency input from the primary grades through secondary school. In section 2, skills and behavior needed in secondary level vocational classes are recorded. The third section is a checklist for evaluating student progress and competency in daily living skills, personal and social skills, and occupational preparation. Each of these areas is subdivided into several specific skills, such as personal needs, personal finances, consumer awareness (daily living skills); independence, self-confidence, decision making (personal skills); and manual skills, occupation selection, and secure employment (occupational preparation). (LP)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED236439

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

✓ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Rebecca Osborne Jackson

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

LIFE SKILLS COMPETENCY CHECKLIST

by

Rebecca Osborne Jackson

Fresno County Office of Education
Fresno, CA

1983

CE 800 027

John Taylor
Superintendent

Fresno County
Office of Education

Life Skills Competency Checklist

Please Use Pencil

Full Name _____ Address _____ City _____

State _____ Telephone _____ Date _____ Social Security No. _____

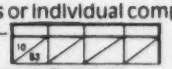
School District _____ Address _____ Telephone _____

Father's Name _____ Business Address _____ Telephone _____

Mother's Name _____ Business Address _____ Telephone _____

	School/Grade	PRIMARY	INTERMEDIATE	SECONDARY
Vocational/Career Awareness: field trips, guest speakers, career days, etc.				
Student stated interests and hobbies				
Work Experience: classroom tasks/jobs, after school/home chores, summer jobs, other responsibilities				

Name _____

Recording Procedure: After evaluating the student's progress or individual competency, use recording grid as follows:
If evaluated and competency not met, mark month and year as – 

If evaluated and criteria achieved, mark month and year as –

A Continuim of Skills: Primary – Secondary

Daily Living Skills

Cares for Personal Needs & Safety	Selects appropriate dress	Exhibits proper grooming & hygiene	Practices safety in home & school	Knows emergency procedures	Fitness/Health awareness	Prevention & treatment of common illness
Manages Personal Finances	Identify money & make correct change	Money management	Plan budget	Use bank facilities	Calculate taxes	
Community Mobility	Reads & understands survival signs	Knowledge of basic linear measurements	Awareness of various means of transporation	Reads building directory & road maps/directions	Reads bus & train schedules	Knowledge of traffic rules & safety practices / Uses/buys motor vehicle - auto insurance
Comsumer Awareness	Buys & cares for consumer products	Develops comparitive shopping skills	Knowledge of sales tax	Knows buyer/seller responsibilities	Knowledge of product warranties & refunds	
Time Awareness	Reads calendar & clock	Has sense of self in time & space	Has basics of time management	Can make personal schedule	Read, use & calculate time card	
Buys & Prepares Food	Demonstrates eating etiquette	Knowledge of nutrition basics	Purchase food - grocery/restaurant	Prepare meals – read recipes & measurements	Kitchen sanitation	Food storage
Family Life	Child/family roles	Knowledge of family history	Knowledge of life reproduction	Awareness of marriage responsibilities	Awareness of child rearing responsibilities	Awareness of parent/child relationships
Engages in Civic Activities	Understands local laws & government	Awareness of current events	Understands citizenship rights and responsibilities	Understands registration and voting procedures	Understands selective service procedures	
Utilizes Recreation & Leisure Time	Plans & chooses activities wisely	Participates in group activities	Knows & uses available community resources	Expresses personal interests	Understands recreational benefits	

Personal & Social Skills

Achieves Self Awareness & Independence	Knows body parts & functions	Recognizes strengths/ weaknesses: identifies individual differences	Identifies emotions & needs	Understands interpersonal behaviors	Develops organizational skills & work habits	Can work independently & with others	Sets personal goals
Acquires Self Confidence	Develops & expresses feelings of self worth	Has perception of oneself in relation to others	Accepts praise & criticism				
Achieves Socially Responsible Behavior	Knows proper behavior in public	Respects rights & properties of others	Recognizes authority				
Maintains Good Interpersonal Skills & Communication	Can listen & respond to others	Can follow written & oral instructions	Makes & maintains personal relationships	Understands nonverbal communication/body language	Has writing communication skills	Can use everyday communication devices	
Decision Making/ Problem Solving	Participates in values clarification activities	Considers alternatives/consequences	Can use community resources				
Exhibits Appropriate Work Habits & Behaviors	Follows directions	Works with others	Works at a satisfactory rate	Accepts supervision	Recognizes the importance of attendance & punctuality	Meets demands for quality work	Demonstrates occupational safety

Occupational Guidance & Preparation

Exhibits Sufficient Physical/Manual Skills	Develops balance & eye-hand/foot coordination	Develops manual dexterity	Develops stamina & endurance	Uses everyday tools	Has knowledge of tool useage with various jobs		
Selects & Plans Occupational Choices	Identifies interests	Identifies aptitudes	Identifies requirements of available jobs	Identifies personal & social values met through work	Makes realistic occupational choices		
Seek, Secure & Maintain Employment	Fulfills classroom responsibilities	Recognizes value of non-paid work experience	Seeks job opportunities in community	Identifies sources of employment	Completes job applications	Practices job interviewing	Practices occupational safety procedures
	Maintains appropriate employer/employee relationship	Understands employment terms	Understands labor laws & worker's rights				

Developed by Career Education Task Force of Fresno County

	School/Grade	PRIMARY	INTERMEDIATE	SECONDARY
Vocational Evaluation: psychomotor, interest inventory, work samples		Test/Date:	Test/Date:	Test/Date:
		1	1	1
		2	2	2
		3	3	3
		4	4	4
		5	5	5
		6	6	6
Student's stated career goal				
Community Agencies: Dept. of Rehabilitation, Employment Development Dept., Youth Manpower Service, Assoc. for Retarded Citizens, etc.				

Skills/Behavior Needed in Vocational Classes

Intermediate Course(s): _____

_____

_____

Freshman Course(s): _____

_____

_____

Sophomore Course(s): _____

_____

_____

Junior Course(s): _____

_____

_____

Senior Course(s): _____

_____

_____

RJ:kt
2/83